

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, OCTOBER 21, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Minutes of October 7, 2009
 - b. Regular Minutes of October 14, 2009
2. **REQUEST TO EXTEND NON-CAREER HOURS-** Elaine Young, Clerk Typist, Parks, Recreation and Marine
 - a. Communication from Phil Hester, Director of Parks, Recreation and Marine
 - b. Staff report prepared by Salvador Ambriz, Personnel Analyst
3. **REQUEST TO RECONSIDER APPLICATION –** Ambulance Operator
 - a. Communication from Breanne Tillman
 - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
4. **REQUEST TO REINSTATE ELIGIBLE LIST –** Senior Civil Engineer
Staff report prepared by Diane Dzodin, Administrative Officer
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Hazardous Materials Specialist
Senior Civil Engineer (4/30/08) (3 months)
6. **TRANSFERS**
Tawanda Cooper/Development Project Manager II/Community Development to Development Project Manager II/Development Services
Arnold Tchira/Development Project Manager III/Community Development to Development Project Manager III/Development Services
7. **WITHDRAWAL OF APPEAL –** Suspension 02-S-89
Communication from James E. Trott, Attorney at Law
8. **MANAGERS' REPORT**
9. **NEW BUSINESS**
10. **COMMENTS FROM PUBLIC –** The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. – DISMISSAL HEARING 01-D-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
October 7, 2009

The regular meeting of the Civil Service Commission was held at 8:30 a.m., Wednesday, October 7, 2009, in the Board Room of the Harbor Commission, 925 Harbor Plaza, Long Beach, California.

MEMBERS PRESENT: Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBERS EXCUSED: Mary Islas, F. Phil Infelise

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

Commissioner Ahmed Saafir, Acting President presided.

On behalf of Richard Steinke, Executive Director and Lisa Marin, Director of Human Resources, Stacey Lewis, Assistant Director of Human Resources, welcomed the Commission to the Harbor Department.

MINUTES: This item was held over to the next meeting due to lack of Commissioners present to approve the minutes.

REQUEST FOR SELECTIVE CERTIFICATION: The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization for the selective certification of individuals with towing operations experience from the Garage Service Attendant eligible list. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Haybert and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
NON-CAREER APPOINTMENTS:**

**EKATERINA GARCIA AND NIDRAH WATTS
ADMINISTRATIVE INTERNS**

The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission approval to extend the non-career appointments for Ekaterina Garcia and Nidrah Watts, Administrative Interns for 500 hours. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the request to extend non-career hours be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

**Requesting Exception to Article II, Section 7 of the Civil
Service Rules and Regulations – Qualifications and
Requirements for General Maintenance Assistant,
Limiting Applications to City Employees and Laid Off
City Employees**

The Secretary presented a staff report, prepared by him, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualification and Requirements, for General Maintenance Assistant, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in 2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**REQUEST FOR AMENDMENT TO
REQUEST – EXCEPTIONS TO
RULES MAY BE AUTHORIZED –
ARTICLE VIII, SECTION 115(3)
CIVIL SERVICE RULES AND
REGULATIONS:**

**Requesting Exception to Article II, Section 7 of the Civil
Service Rules and Regulations – Qualifications and
Requirements for Assistant Administrative Analyst,
Limiting Applications to City Employees and Laid Off
City Employees**

The Secretary presented a staff report, prepared by him, requesting Commission approval to an amendment to his request of September 30, 2009, Exception to Article II, Section 7 of the Civil Service Rules and Regulations –

Qualifications and Requirements for the Assistant Administrative Analyst examination process to be conducted as an open-competitive examination, limiting the applicant pool to City employees, to include City employees terminated due to layoffs in 2009. The motion carried by a unanimous roll call vote.

BULLETIN:

GENERAL MAINTENANCE ASSISTANT

Commissioner Haubert requested that for clarification, recent reduction in force be amended to reduction in force in 2009. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 69 Applied, 59 Qualified
Control Center Operator – 410 Applied, 77 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer
Business Systems Specialist
Capital Projects Coordinator
Civil Engineering Assistant (10/15/08)

RETIREMENTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Lawrence Fortenberry/Housing Specialist II/Community Development
Gregory Berg/Clerk Typist III/Public Works

TRANSFER:

**GARETT POTTER/MAINTENANCE ASSISTANT I/HEALTH
TO MAINTENANCE ASSISTANT I/PARKS**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

RESCHEDULE FOR HEARINGS:

The Secretary requested that the Commission hold this item for one week. It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried to hold this item for one week. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

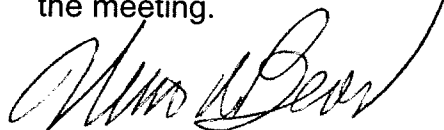
Diane Dzodin, Administrative Officer, thanked the Harbor Department for hosting the meeting and stated that her career with the City began in the Harbor Department.

Melinda George, Deputy Director, informed the Commission that she attended the WRIPAC 30th Year Anniversary Conference last week, which was held at the Renaissance Hotel in Long Beach, and hosted by Ana Aguilar, Past President and former Civil Service Department employee. She also acknowledged Rob Pfingsthorn and Lourdes Ferrer, Personnel Analysts, for their excellent work on the Control Center Operator examination. She stated that the Civil Service Department collaborated with the Harbor Department on this examination.

The Secretary thanked Richard Steinke, Executive Director, Lisa Marin, Director of Human Resources, and Stacey Lewis, Assistant Director of Human Resources, Harbor Department for hosting the Commission meeting.

ADJOURNMENT:

There being no further business before the Commission, Commissioner Ahmed Saafir, Acting President, adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
OCTOBER 14, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 14, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu,

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Debbie Mills, Acting Director, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of September 30, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

The minutes of 10/7/09 were held over to the next meeting due to lack of Commissioners present to approve the minutes.

**EXTENSION OF CIVIL SERVICE
RULES AND REGULATIONS 115(3)
EXCEPTION TO THE RULES AND
AMENDMENT TO CIVIL SERVICE
COMMISSION POLICY 1.80 –
EXCEPTION TO THE RULES MAY
BE AUTHORIZED**

The Secretary presented a staff report, prepared by him, requesting Commission approval to amend Civil Service Rules and Regulations, Article VIII, Section 115(3) - Exception to the Rules May Be Authorized, adopted by the City Council on April 21, 2009. This subsection shall expire six months after City Council approval unless extended by Commission action. Staff is also requesting Commission approval to amend Civil Service Commission Policy 1.80, Exception to the Rules May be Authorized to include Subsection (4), former classified City employees identified by the Human Resources Department as terminated by the City's reduction in force after January 1, 2009. The Secretary briefed the Commission regarding this request, stating that the appointing authorities were in agreement to this extension. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to approve the

amendment to Civil Service Rules and Regulations, Article VIII, Section 115(3) - Exception to the Rules May Be Authorized, for six months. The motion carried by a unanimous roll call vote. After further discussion it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to approve the amendment to Civil Service Policy 1.80, Exception to the Rules May be Authorized to include Subsection (4), former classified City employees identified by the Human Resources Department as terminated by the City's reduction in force after January 1, 2009. Commissioner Saafir amended the motion to include to run concurrent with the Extension of Section 115 of the Civil Service Rules and Regulations for six months. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 221 Applied, 47 Qualified
Geographic Information Systems Analyst – 41 Applied, 10 Qualified
Traffic Painter – 86 Applied, 5 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Animal Health Technician
Office Automation Analyst
Office Systems Analyst

RETIREMENTS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Terry Johnson/Principal Building Inspector /Development Services
Robert Ward/Plan Checker – Mechanical II/Development Services
Alex Demeter/Gas Field Service Representative II/Gas & Oil

Keith Snow/Gas Field Service Representative II/Gas & Oil
Jerry Felix/Gas Maintenance Supervisor I/Gas & Oil
Evelyn Johnson/Police Services Specialist II/Police
Regina Stevens/Senior Records Clerk/Police
Adrianus Tol/Police Sergeant/Police
Russell Peterson/Police Officer/Police
Doral Eckhardt/Mechanical Equipment Stock Clerk
II/Public Works
Robert Crowder/Water Utility Mechanic III/Water

TRANSFERS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Stephanie-Ann Yu/Community Information Specialist
II/Parks to Community Information Specialist II/Community
Development
Grace Yoon/Administrative Analyst III/Human Resources
to Administrative Analyst III/Financial Management

RESCHEDULE FOR HEARINGS:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following hearing reschedule be approved. The motion carried by a unanimous roll call vote.

Suspension Appeal 03-R/S-89 – November 4, 11, 2009
Dismissal Appeal 19-D-78 – December 2 & 9, 2009
Dismissal Appeal 05-D-89 – December 16, 2009
Dismissal Appeal 06-D-89 – January 6, 2010
Dismissal Appeal 07-D-89 – January 13, 20, & 27, 2010

MANAGERS' REPORT:

Melinda George, Deputy Director, stated that Rob Pfingsthorn would be conducting the Ambulance Operator written examination on Saturday, October 17, 2009, at Fire Headquarters. She further stated that the examination is being administered on Saturday to accommodate candidates who would not be able to participate otherwise.

Commissioner Saafir commended staff on the efforts to accommodate candidates and requested it be highlighted in a future Civil Service Department Newsletter.

EMERGENCY ITEM:

The Secretary requested the Commission consider a request to return to former classification, and to amend the order of layoff approved September 9, 2009, as an

emergency item, pursuant to Government Code 54956.5. It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to consider this item as an emergency item. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
FORMER CLASSIFICATION AND
TO AMEND ORDER OF LAYOFF
APPROVED SEPTEMBER 9, 2009**

**DAN RODGERS/ COMBINATION BUILDING
INSPECTOR/TO SENIOR MECHANICAL INSPECTOR**

The Secretary presented communications from Craig Beck, Director of Development Services, and Dan Rodgers, requesting to return Mr. Rodgers to his former classification of Senior Mechanical Inspector. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, requesting the Commission approve an amendment to the order of layoff approved September 9, 2009. Ms. Dzodin brief the Commission regarding this request, stating as a result of this action, an amendment to the order of layoff of September 9, 2009, is required. Christina Checels, Deputy City Attorney, and Larry Brugger, Superintendent of Building and Safety, Development Services, answered Commission questions. After discussion it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to approve the amendment to the order of layoff of September 9, 2009. The motion carried by a unanimous roll call vote. After further discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve Mr. Rodgers return to his former classification of Senior Mechanical Inspector. The motion carried by a unanimous roll call vote. President Islas requested supporting documents be included with future requests of this nature.

MANAGER'S REPORT:

The Secretary acknowledged the following employees for Perfect Quarterly Attendance:

Donna de Araujo	Caprice McDonald
Marilyn Hall	Sharon Hamilton
Suanne Swan	Beatriz Lacerda
Melinda George	Diane Dzodin
Judith Dias	Rob Pfingsthorn
Donnell Russell	

Ms. George also presented Quarterly Recognition Awards to Caprice McDonald and Rob Pfingsthorn, Personnel Analysts, for the excellent job in supporting the 5th City Council District Good Neighbor Festival.

Diane Dzodin, Administrative Officer presented Quarterly Recognition Awards to Beatriz Lacerda and Suanne Swan for the excellent job they did on the order of layoffs and year-end closing reports.

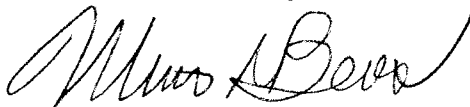
**REVIEW OF EXECUTIVE
DIRECTOR'S PERFORMANCE:**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise, to convene to a closed session to evaluate the performance objectives of the Executive Director, pursuant to Government Code 54947.8. The motion carried by a unanimous roll call vote.

After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to conclude the closed session, and reconvene the public meeting. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:seh



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



October 21, 2009

2760 N. Studebaker Road, Long Beach, CA 90815-1697

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CIVIL SERVICE DEPT.

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine requests the extension of non-career hours for Ms. Elaine Young, Clerk Typist II-NC. As of September 29, 2009, Ms. Young has worked 1293 hours of her 1600-hour limitation. Her anniversary date is January 3, 2010.

The Special Events and Filming Bureau recently conducted interviews for our three available Event Coordinator positions. The Bureau selected three qualified candidates from among those interviewed, all of them current City of Long Beach employees. One of the employees selected to fill one of the Event Coordinator positions is Ms. Leah Rios, formerly the unclassified Bureau Secretary who directly supported the Bureau Manager.

The Bureau is now experiencing a critical void in providing clerical support to the Manager, as well as to other Bureau employees. Ms. Young, the Bureau's only other clerical staff member, will take on the responsibility of providing support to the Bureau Manager until such time that an appointment to the Bureau Secretary position can be made. It is anticipated that Ms. Young will reach her 1600-hour limitation prior to the Department making an appointment to the Special Events and Filming Bureau Secretary position. An extension of her non-career hours will allow for the smooth continuation of services and support.

Therefore, I am requesting the extension of non-career hours for Ms. Young, in accordance with Section 49 of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188, if you or your staff requires any further information regarding this request.

Sincerely,

Phil T. Hester,
Director of Parks, Recreation and Marine

cc: David Ashman, Manager - Special Events and Filming

1 **DATE:** October 21, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Sal Ambriz, Personnel Analyst *SA*
4 **SUBJECT: REQUEST TO EXTEND NON-CAREER HOURS –**
5 **ELAINE YOUNG – CLERK TYPIST**

7 Correspondence has been received from Phil T. Hester, Director, Department of Parks,
8 Recreation and Marine, requesting Civil Service Commission approval to extend the
9 non-career appointment of Elaine Young, currently employed as a non-career Clerk
10 Typist in the Special Events and Filming Bureau. Staff has reviewed the request and
11 recommends Commission approval in accordance with Article V, Section 49 of the Civil
12 Service Rules and Regulations.

13 **Facts for Consideration:**

- 14 • Ms. Young began employment with the City as a Clerk Typist non-career on January
15 3, 2009 in the Special Events and Filming Bureau of the Department of Parks,
16 Recreation and Marine.
- 17 • Ms. Young has been providing clerical support to the Bureau employees. She will
18 take on the additional responsibility of providing support to the Bureau Manager until
19 an appointment to the Bureau Secretary position can be made. This vacancy is the
20 result of a candidate selected to fill one of the Event Coordinator positions.
- 21 • Non-career appointments are made to fill seasonal positions or to temporarily fill
22 vacant positions and are not to exceed 1,600 hours in any twelve (12) month period.
23 Ms. Young's anniversary date is January 3, 2010 and as of October 9, 2009, Ms.
24 Young has used 1,373 hours. The department requests that Ms. Young's non-career
25 hours be extended by 450 hours prior to her anniversary date.

- Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment if the extension is deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued. The Department of Parks, Recreation and Marine staff maintains that this position is an essential function and is pursuing permanent appointment.

Given the above, staff recommends Commission approval of this request. A representative from the Department of Parks, Recreation and Marine will be present to respond to any questions from the Commission.

SA

Staffreport102109extenoncareerhours

Breanne Tillman
9 Alba West • Irvine • CA • 92620
(714) 665-2221 • (714) 392-2191 • bre0321@gmail.com

Agenda Item No. **3**

October 16, 2009
Re: Ambulance Operator Position

Civil Service Commission
City of Long Beach
333 W. Ocean Blvd
Long Beach, CA 90802

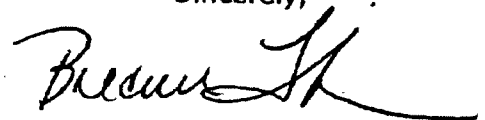
Attention Civil Service Commission

Dear Civil Service Commission Panel:

I am writing this letter in regards to my disqualification in the Ambulance Operator Exam. I feel that my disqualification was not my fault and that it was due to unclear instructions and vague certification requirements. On the bulletin it states that a State of California Emergency Medical Technician - 1 Certification is required. I faxed all the necessary requirements for the job on time, then received an e-mail stating that I was disqualified because the "proofs submitted did not meet the requirements as specified in the job opportunity bulletin". I placed a call to the Civil Service Department and received a phone call back from Rob Pfingsthorn who let me know that the EMT Certificate that I faxed was not what they were looking for. The EMT certification that was faxed to the City of Long Beach Civil Service Department was a copy proving that I have passed the national test required to become an EMT. This document is recognized by all emergency medical service providers and fire departments. When I asked Mr. Pfingsthorn about this he told me that they were looking for a County EMS card, not the State of California Emergency Medical Technician - 1 Certification that was stated on the bulletin. Because of this he said he could not accept my County EMS card now because the filling period is over. I felt that this was unfair because the bulletin did not specify that they were looking for a County EMS card. Asking for a State Certification is a very broad request and it could mean more than one thing, as you can see in my situation. I am currently a Firefighter with Cal Fire in San Diego, and at the time of my employment I was required to get a San Diego County EMS card; I have had the card since June 2009. I feel that if the bulletin was clear on the requirements, this would not have been an issue.

I am requesting for you to reinstate my application and allow me to participate in the written exam and the rest of the process for Ambulance Operator.

Sincerely,



Breanne Tillman

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CIVIL SERVICE DEPT.

1 **DATE:** October 21, 2009
2 **TO:** Civil Service Commission
3 **FROM:** RFP Robert Pfingsthorn, Personnel Analyst
4 **SUBJECT: REQUEST TO FILE LATE APPLICATION – BREANNE TILLMAN,**
5 **AMBULANCE OPERATOR**

6 Correspondence has been received from Ms. Breanne Tillman requesting the Civil
7 Service Commission's approval to submit late documentation with her previously
8 received application. Ms. Tillman was not accepted into the examination due to
9 insufficient documentation received. The following facts are presented for the
10 Commission's consideration.

11
12 Facts for Consideration:

- 13 • On August 12, 2009, the Civil Service Commission approved the job opportunity
14 bulletin for Ambulance Operator. The opportunity was posted from August 14
15 through September 4, 2009 with all required documentation due September 10,
16 2009. Two hundred and eighty-one (281) applicants were received. One hundred
17 and fifty (151) applicants were not accepted. One hundred and thirty (130)
18 applicants had been scheduled for the written exam conducted on October 17,
19 2009 and on a special administration day, today, October 21, 2009. The special
20 administration examination was offered for candidates with scheduling hardships.
- 21 • On September 3, 2009, Ms. Tillman applied on-line for the examination. On
22 September 10, 2009, at 11:37 a.m., a fax was received from Ms. Tillman with the
23 following documentation: 1) National Registry Emergency Medical Technicians
24 (EMT) Certificate, 2) National Registry Emergency Medical Technicians (EMT) card,
25 3) CPR Certification card, 4) California Ambulance Driver Certificate.

- 1 • Upon staff's review of Ms. Tillman's application and submitted documents, it was
2 determined that she did not meet the minimum requirements to file. On September
3 28, 2009, an email notice was sent to Ms. Tillman indicating that her application
4 could not be accepted because her submitted documentation did not meet the filing
5 requirements as specified in the job opportunity bulletin (Ms. Tillman indicated her
6 notification preference to be email). It is Ms. Tillman's belief that her submittal of
7 her National Registry certification met the filing requirements for EMT-I
8 documentation.
- 9 • As noted on the job opportunity bulletin, "A valid State of California Emergency
10 Medical Technician-I Certificate with CPR certification (proof required)" is required.
11 As defined by the Long Beach Fire Department and related to staff, "State of
12 California" denotes certification by a public California agency such as a county,
13 municipality, or state Emergency Medical Services (EMS) agency. Ms. Tillman
14 submitted National Registry EMT certification in lieu of the required State of
15 California EMT-I certificate. All of Ms. Tillman's other documentation were deemed
16 acceptable.
- 17 • In developing the classification specification for Ambulance Operator, the Long
18 Beach Fire Department has identified possession of a State of California EMT-I
19 certificate, as a minimum requirement necessary to perform the job duties for
20 Ambulance Operator. As such, the Civil Service Department reviews each
21 application and applies this minimum filing requirement and all others, in
22 determining if an applicant is qualified to participate in the examination process.
23 Recently, in the conduct of this current examination, staff confirmed the State of
24 California EMT-I requirement with Battalion Chief Don Hulse, commanding officer of
25 City of Long Beach ambulance operations. Battalion Chief Hulse confirmed that the

1 National Registry certification would not meet the minimum filing requirement for
2 Ambulance Operator.

- 3 • While possession of the National Registry of Emergency Medical Technicians
4 Certification is commendable and demonstrates initiative by the applicant to receive
5 national EMT certification; by National Registry's own documents to its certificate
6 holders and National Registry's website information, National Registry is not a
7 license and it does not allow the certificate holder to practice emergency medical
8 services (EMS) in the state the National Registry certificate holder resides in.
- 9 • Today's request falls under Civil Service Commission Policy 1.05, which states that
10 the Civil Service Commission may consider a late application 1) due to a death of
11 an immediate family member, 2) a catastrophic natural disaster, or 3) an error by
12 Civil Service Department staff. Ms. Tillman is requesting that an exception be
13 made to allow her to submit a San Diego County EMT-I card that Ms. Tillman has
14 faxed to the Civil Service Department office on October 15, 2009. Though Ms.
15 Tillman contends that the minimum filing requirements were vague and unclear, it is
16 staff's contention that the minimum filing requirements, as specified by the Long
17 Beach Fire Department, are adequately defined. Ms. Tillman's request does not
18 meet the criteria of the Commission's policy to allow a late submittal of her
19 documentation. Staff recommends that the Commission deny her request.
- 20 • There are several applicants who were disqualified for submitting National Registry
21 certification without submitting a State of California Emergency Medical Technician-
22 I Certificate. Should the Commission approve Ms. Tillman's request, staff
23 recommends that these candidates be identified to allow these candidates
24 additional time to submit a State of California Emergency Medical Technician-I
25 Certificate that was valid and in possession prior to September 10, 2009, the

1 documentation filing deadline. An additional special administration, written
2 examination date would need to be scheduled to accommodate Ms. Tillman and
3 any additional applicants.

4 Ms. Tillman has been informed that this request is on today's agenda. A representative
5 from the Fire Department has been asked to be present to respond to any questions
6 that the Commission may have.

7
8 **RFP**

9 LATE APPLICATION (TILLMAN, 10-21-09).DOC
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1 **DATE:** October 21, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Diane Dzodin, Administrative Officer
4 **SUBJECT: REQUEST TO REINSTATE SENIOR CIVIL ENGINEER ELIGIBLE LIST**

5
6 Staff is requesting that the Civil Service Commission reinstate the Senior Civil Engineer
7 eligible list, established on March 26, 2008, retroactive to its expiration date of
8 September 25, 2009, in accordance with Civil Service Rules and Regulations, Article
9 IV, Section 26.

10
11 The Senior Civil Engineer examination was last administered on a non-competitive,
12 continuous basis. Continuous eligible lists expire after six months but, if approved by
13 the Commission, may be extended up to three years. During the last administration of
14 the Senior Civil Engineer examination, eight test groups were brought to Commission
15 for approval. While staff has been allowing most eligible lists to expire after 18
16 months, a request was received from a City department to extend the Senior Civil
17 Engineer eligible lists that were established on February 6, 2008 and February 20,
18 2008. On July 29, 2009, the Commission approved an additional three-month
19 extension of these lists, which were 18 months old.

20 The eligible list established on March 26, 2008 expired on September 25, 2009 with six
21 candidates remaining on the list. Staff recommends the reinstatement of this Senior
22 Civil Engineer eligible list, retroactive to September 25, 2009, and that the list be
23 extended to December 25, 2009. In an effort to remain consistent with the extension of
24 eligible lists, and in fairness to the candidates, all of the Senior Civil Engineer eligible
25 lists established during the last administration will be extended to 21 months contingent

upon the Commission's approval. After 21 months, additional extensions of each of these eligible lists will be considered, based upon the needs of the City.